

COUNTY LIBRARY

LIBRARY FUND 160 — 64010
Elaine Reed, Director of Library Services

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 1,635,996	\$ 1,798,655	\$ 1,950,687	\$ 1,922,247	7%	\$ -
Services & Supplies	\$ 817,414	\$ 1,000,110	\$ 1,103,343	\$ 1,051,675	5%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 53,541	\$ 11,000	\$ 70,400	\$ 28,000	155%	\$ -
Approp for Conting.	\$ -	\$ 132,375	\$ 132,375	\$ 243,728	84%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 36,413	\$ 37,850	\$ 49,799	\$ 44,799	18%	\$ -
Gross Budget	\$ 2,543,364	\$ 2,979,990	\$ 3,306,604	\$ 3,290,449	10%	\$ -
Less: Chrgs to Depts	\$ (108,711)	\$ (113,015)	\$ (128,679)	\$ (128,679)	14%	\$ -
Net Budget	\$ 2,434,653	\$ 2,866,975	\$ 3,177,925	\$ 3,161,770	10%	\$ -
Less: Revenues	\$ (2,617,691)	\$ (2,674,860)	\$ (2,814,222)	\$ (2,832,770)	6%	\$ -
Net County Cost	\$ (183,038)	\$ 192,115	\$ 363,703	\$ 329,000	71%	\$ -
Alloc. Positions	42	42	44	42	0%	0

Mission and Objectives

To provide information and library materials which support the educational, recreational and cultural endeavors of the people in the community. Library staff selects, organizes and makes available for public use, materials in a variety of formats. These include books, audio books, magazines, pamphlets, videos, CD's, audiocassettes, Internet services and CD-ROM's. Library staff also assists citizens in finding information and resources. Adults who wish to learn to read are served by PALS, the library literacy program.

To accomplish this mission, the department has identified the following objectives:

1. Library Books and Materials: To select 42,600 books, videos, DVD's, audio books, magazines, CD's, audiocassettes, CD-ROM's and other materials for addition and deletion from the library collection. (\$637,605 and 2.50 positions)
2. Public Service: To check out 1,000,000 items, answer 98,000 reference questions and present 600 children's programs. (\$1,821,320 and 30.29 positions)
3. Support Service: To administer library operations and process 42,600 items selected for collection. (\$663,317 and 8.30 positions)
4. Literacy: To provide adult literacy services by training 60 volunteer tutors, identifying 200 adult learners, and pairing 70 tutors and learners. (\$73,083 and 0.70 positions)
5. Law Library: To answer 15,600 law reference questions and select and process 5,000 items for the law library collection. (\$111,277 and 1.98 positions)

Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. BGT. \$'S	2001-02 REQ. POSIT.
2.	Library Materials Checked Out	QNTY	750,000	850,000	1,000,000	\$977,758	30.29
	Cost per Material Checked Out	Dollars	\$1.18	\$1.08	\$0.98		
2.	Reference, Children's and Library Services Questions Answered	QNTY	0	0	98,000	\$728,720	0.00
	Cost per Question Answered	Dollars	N/A	N/A	\$7.44		
2.	Children's Programs Presented	QNTY	0	0	600	\$114,843	0.00
	Cost per Program Presented	Dollars	N/A	N/A	\$191		
4.	Literacy Tutors and Learners Paired	QNTY	0	0	70	\$13,288	0.00
	Cost per Literacy Pairing	Dollars	N/A	N/A	\$190		

Fiscal and Policy Issues

Again this year, the recommended budget includes a substantial subvention from the General Fund. It is recommended that the General Fund pay for building maintenance, ground's maintenance and custodial services (approximately \$200,000). Likewise the charge for county administrative costs (approximately \$310,000) would again not be charged for FY 2001-02 to avoid corresponding reductions in Library materials or services. In addition, the County Building Fund includes \$100,000 to further efforts to plan expansions of several branch libraries, including Loomis and Rocklin.

Included in the Library's FY 2001-02 requested budget are the estimated establishment and operational costs (\$231,000) for a branch library in Meadow Vista. As proposed by the Director of Library Services, the new branch would initially be established at a leased facility until a funding source (e.g. Library Bond funds) could be identified for a permanent structure. The Director of Library Services believes that a branch library in Meadow Vista is warranted by the community's usage of the bookmobile and that the operational costs would be supported by the anticipated increase in property tax revenues and the reallocation of funds. The Director proposes that the General Fund finance the establishment costs estimated at approximately \$141,000.

The recommended budget already includes sufficient funds in Library Contingencies (\$225,000) for start-up costs and nine months of operational costs to establish a new Meadow Vista library in FY 2001-02. The County Executive Office does not recommend additional General Fund support for the new branch library since the current level of library services is already possible only because of continued subventions from the General Fund. In addition, the County Executive Office remains very concerned about the financial implications of expanding library services absent a dependable and consistent revenue source that will sustain those services in the future, without offsetting service reductions elsewhere in the Library system.

The County Executive Office continues to recommend that a long-range plan for library services be updated prior to the expansion or construction of new library facilities. A plan will also be required to successfully compete for bond funding for library construction in the near future. The long-range plan would provide the Board of Supervisors an opportunity to better understand library needs throughout the County; be fully informed about the long-term fiscal implications, including the fostering of outside resources through Foundations, and Friends of the Library organizations; and guide staff through the next decade about your Board's countywide priorities. The County Executive Office and Facility Services are committed to assisting the Library with completing this plan.

Lastly, although not included in the Director's request budget, a recent classification review has confirmed the benefit of a professional-level technology analyst that was conceptually supported by our office last

year. This position would permit the Director and Assistant Director to further long-term planning efforts and foster stronger relationships with library support groups, such as Friends of the Library. Accordingly, the County Executive Office may submit a supplemental budget recommendation to your Board during budget workshops if the Director agrees with the County Executive Office that a dedicated Technology Analyst is appropriate for the Library.

Recommended Expenditures

Expenditures are recommended to increase overall, reflecting increased Library revenues sufficient to cover increases in current salaries and benefits and an increase in services and supplies. The latter is primarily a result of increased utility costs, and supplementary communication costs to bring the Bookmobile online. In addition, as noted above, contingency funding (\$225,000) is available for the estimated establishment costs of a leased site and nine months of operational costs for a branch library in Meadow Vista.

With the reallocation of certain costs from the Library Fund by the General Fund, \$460,000 can be recommended for library books and materials for FY 2001-02. In accordance with your Board's direction, any increases in State funding for library services will be used to increase Library resources and not to reduce the General Fund contributions to the Library.